Here is what the TPA form looks like, and a key to understanding it:

TRADING PARTNER AGREEMENT   (11-14-97)

(FOR USE DURING THE RURAL HOUSING SERVICE INDUSTRY INTERFACE VOLUNTARY FIELD TEST)

Project Name	Borrower Name	Borrower ID (9 digits) and Project Nbr. (3 digits)
1	**2**	**3**

Management Agent Name	Management Contacts	Management Contacts' Phone Number
4	**5**	**6**

Name of Software Vender or Computer Service Bureau
7

_____

As the designated representative for the Borrower entity of the Multi-Family Housing (MFH) project identified above, I agree to transmit tenant change information to my Rural Housing Service (RHS) Servicing Office in accordance with this Trading Partner Agreement (TPA).

The Management Agent will be directly responsible for transmitting the information between the first and the tenth day of each month. The Management Agent will transmit tenant change information to RHS in accordance with the process established by the document titled "HELPFUL HINTS FOR TENANT DATA TRANSMISSION" which I have read and understand.

The Management Contacts listed above will call RHS to resolve any transmission problems or may be called by RHS to resolve any problems with information received.

To transmit information, I will use the Gateway Phone Number, USER ID, and Password to reach the RHS central computer. To access the central computer, I will use the TPA User Name and USER ID.

If I can not successfully transmit tenant changes to RHS by the tenth day of the month, using either the electronic transmission or alternative borrower filing methods, I must contact my RHS Servicing Office to advise them of the problem.

I will not be assessed any penalty for late submission of tenant information while this TPA is in effect. This TPA will last through the life of the voluntary field test, but may be ended by either party at any time.

Signature of Borrower or Authorized Representative
          8

Signature of RHS Servicing Office Representative
               9

(To be completed by RHS - Servicing Office)

			Servicing Office Contacts'
State and District Code	Servicing Office Location	Servicing Office Contact(s)	Phone Number & Fax Number
			13
10	**11**	**12**	**14**

Borrower ID and Project Nbr. (confirm with MTFS)	Project Name	MTFS Project Code Name
15	**16**	**17**

....
(To be completed by RHS - National Office)

Gateway Phone Number	USER Name and Login ID	Password for USER Name and Login ID
800-787-3642	bw **18**	**19**

Reference Key:
To be completed by the borrower/management agent:
1 - The name of the project
2 - The name of the borrower, either individual, company, or partnership
3 - The SSN or Tax ID of the borrower (9 digits), one or more spaces, and the project number (3 digits) ENTER THE PROJECT NUMBER WITHOUT A DASH. THIS FIELD REQUIRES ONLY THE BORROWER'S TAX ID OR SSN - WE DO NOT NEED THE STATE AND COUNTY CODE PRECEDING SSN/TAX ID
4 - Name of management agent, usually a company
5 - A staff member of the management agent's company who may be called to verify the data
6- The telephone number for the contact listed in number 5
7 - The name of the software vendor who developed the system used by the borrower, management agent or service bureau to electronically transmit the data
8 - Signature of borrower or authorized representative
9 - Signature of Rural Development representative

Information to be provided by Rural Development staff (Servicing Office)
10 - State and District Code that was assigned to the Servicing Office when they received their distribution package. No dashes or slashes, example 01601
11 - The city and state name of the Servicing Office
12 - The name of a staff member, usually the person who works with MTFS
13 - The telephone number of the above contact (in 12)
14 - The facsimile number of the above contact (in 12)
15 - Borrower ID, two spaces, the 3-digit project number (no dashes) as they appear on the project record in MTFS. We do not require the state and county code to precede the borrower ID. Example 234543678 012
16 - The project name as it appears on the project record in MTFS
17 - The project code as it appears on the project record in MTFS

Information to be provided by Rural Development Staff - St. Louis
18 - Login ID - always starts with bw+5 digits and is always in lower case, no spaces
19 - Password is in lower case, no spaces, unless otherwise indicated in the margin of the TPA